

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, May 23, 2013

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Colin Manning and Timothy DiVenuti and Anthony Puzzo. Commissioners Verna Perry absent. The meeting was called to order at 5:40 pm

Present: Chief Burkush, Deputy Chief Goonan, District Chief O'Reilly and Linda Miccio. Deputy Chief Campasano and Jody Rivard absent.

A moment of silence was observed.

Minutes of the Previous Meeting:

Motion to accept minutes - Puzzo/DiVenuti.

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- Hackett Hill Fire Station is open.
- FY 2014 Budget should be approved on June 4, 2013.
- Alerting system projected discussed.
- Proposals for ambulance service are being reviewed.
- Reporting a \$75,000.00 surplus in FY 2013.
- Junior Fire Muster is scheduled for June 1, 2013 between 1 and 3 pm.

Training Division Report:

See attached report.

Deputy Chief Goonan reported on the following:

- On-going personnel issues discussed.
- Welcome Michelle Morin, Administrative Assistant I to administration.
- Yearbook photos are being taken and the yearbook will be distributed in December.
- Fiber optic and fire alarm system removal from old police station.
- Old police station issue with lot line that developer wants cleared up before sale.

Fire Prevention Bureau Report:

Not currently available.

Communications Report

See attached report

Old Business:

None to discuss.

New Business:

- Commission DiVenuti reminded the Commissioners present that according to the city charter, the Mayor must be notified of any commissioner that is absent for three consecutive meetings for an alternate to be considered.

Next meeting scheduled for September 10, 2013 8:30 am

Executive Session: Not necessary

Adjournment: At 6 pm on a motion by DiVenuti/Manning

Annual Memorial Mass was held following the adjournment of the monthly meeting of the Board of Fire Commissioners.

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

MAY 23, 2013

TRAINING DIVISION

EMPLOYEE SELF-DEVELOPMENT

Department personnel participated in the following training programs offered through the Training Division:

- 2013 EMT Refresher – Mod 2 2 classes 25 attendees 100 contact hours
- 2013 EMT Refresher – Mod 3 7 classes 155 attendees 620 contact hours

The Division held an informational meeting for candidates participating in the upcoming Captain promotional examination. There are approximately twenty individuals signed up to take the exam.

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training. **April** training hours for each company:

- Station 2.....20.75 hours
- Station 3.....25.25 hours
- Station 4.....04.00 hours
- Station 5.....30.50 hours
- Station 6.....26.00 hours
- Station 7.....26.00 hours
- Station 8.....18.50 hours
- Station 9.....25.00 hours
- Station 10.....25.50 hours
- Engine 1127.00 hours
- Truck 1.....27.50 hours
- Rescue 1.....03.00 hours

The average training hours per company for the month of **April** were **19.25** hours. The average training hours per company for the month of March were 17.125 hours.

SAFETY

A Safety Committee meeting was scheduled for May 7th; however, there was not a quorum for the meeting. The next meeting is scheduled for June 4th.

HOMELAND SECURITY

The department continues to work on the station alerting grant. Vendor presentations were held during the weeks of May 6th, 13th, and 20th. System specifications will be compiled, based on the presentations and desired capabilities, and a request for proposal will be drawn up and released.

The Nashua Police department brought their command vehicle to Manchester on Thursday, April 18th. Members of the Fire Department, Police Department, Manchester Airport and public safety representatives were present to tour and view the vehicle. The command vehicle committee will continue working on the capability and equipment list for the city's new vehicle.

EMERGENCY MANAGEMENT OPERATIONS

LOCAL EMERGENCY PLANNING COMMITTEE

The LEPC is scheduled to meet on May 30th. The agenda for that meeting is attached to this report and the minutes will be attached to next month's report.

EMERGENCY MEDICAL SERVICES

The department has purchased four pulse-oximeters for line personnel. These units are being placed in four stations and will be utilized to evaluate two different types of units. Once the evaluation period is complete, the department will embark on purchasing one unit for each company.

AMBULANCE CONTRACT

The department released a request for proposal for "Emergency Ambulance Services" on April 17th. A bidder's conference was held on April 27th. Bids are will be received until Friday, May 24th at 11:00 AM. It is anticipated that there will be approximately 5 or 6 vendors submitting bids. The full ambulance committee will be meeting on Thursday, May 30th to review proposals and schedule vendor presentations.

**City of Manchester
Local Emergency Planning Committee
(MLEPC)**

Agenda

**May 30, 2013
3:00 PM**

**Manchester Fire Department
100 Merrimack St.
Manchester, NH 03101**

- I. Welcome and Minutes
 - Marc Duquette, Chair
- II. Commodity Flow Study Update
 - Jillian Harris, SNHPC
- III. Commodity Flow Study Maps and Hazard Analysis
 - Jillian Harris, SNHPC
- IV. New Business and Events
- V. Conclusion
 - Date for Next Meeting
 - Tasks to be Completed for Next Meeting
- VI. Adjourn

~All MLEPC Meetings are open to the public. For questions, special accommodations or directions, please call Jillian Harris, SNHPC 669-4664, jharris@snhpc.org ~

Communications Division Fire Commission Briefing May, 2013

The Next Listed Agent Class has been scheduled for May 29, 2013. Active Listed Agents are 639. Applications are being taken at this time for the upcoming class.

Approximately 28 fire alarm inspections have been conducted in the past month.

Approximately 23 work orders have been conducted in the past month.

Radio Master Box in 1 Wire Master Box in service 0 Additional M Zones 0
2 Central Station accounts in Service

Fire Alarm notes:

- 33 active fire alarm applications, larger projects include:

VA Hospital:

Fire Alarm system is nearing completion. A meeting was held last week to identify the radio box zones and locations. Up to 10 buildings will be monitored. Radio boxes have been delivered to Communications and have been tested.

Mt. Carmel Nursing Home

Building interior renovation and fire alarm system upgrades of the property have begun. Completion expected in the fall of 2013.

Station 4:

Station is occupied. 40ft tower has been installed. Building is occupied. There were no issues with the fiber cutover from old building to new. Communications equipment and cables have been removed from old station.

Line work:

The technicians are presently working to relocate the fire alarm cables that currently go through the hold police station. We are also working with Info Systems to relocate all fiber optic cables that pass through the decommissioned building.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Verizon continue with their utility pole replacement program through the city.

Radio:**UPS:**

The replacement UPS for the dispatch center has been delivered. We are presently meeting with all parties involved to coordinate cut over to the unit.

Station Alerting:

Various vendors presented the station alerting systems to Fire Department and Information Systems personnel in the past two weeks in response to an RFI. We are presently reviewing all information presented and will be developing a RFP in the near future.

Intertech Associates has been selected for the Public Safety Radio Communications Consulting Services. This study is to review the radio systems for the City of Manchester and the City of Nashua; with the possibility of a combined radio system.

Communications technicians have programmed all Parks & Recs radios to have the capability to communicate with Highway dispatch and their work crews.

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: Thursday May 23, 2013

Scheduled Time & Place: 5:30 pm – Central Fire Station

Agenda Items:

- A. Moment of Silence
- B. Minutes of Previous Meeting
- C. Reports for the month (distributed at meeting)
 - 1. Current Roster
- D. Correspondence:
 - 1. E-mail from Tina Mulleavey-West High School.
- E. Division Reports:
 - 1. Report from Chief James Burkush.
 - 2. Report from Deputy Chief Nicholas Campasano.
 - 3. Report from Deputy Chief Daniel Goonan.
 - 4. Report from District Chief Ed O'Reilly.
 - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

Burkush, James

From: Tina Mulleavey [tmulleavey@mansd.org]
Sent: Wednesday, April 17, 2013 10:44 AM
To: Burkush, James
Subject: Mock Crime Scene at WHS

Good Morning Chief Burkush. I am Tina Mulleavey the Crime & Justice Teacher at Manchester High School West. On Monday, April 15th we conducted a Mock Crime Scene, where someone had been murdered here at West. I wanted to create a "real life" situation for our students, so I looked to the community for assistance. When I contacted Mitch Cady, regarding my plans, he was on board immediately. I just wanted to thank you for allowing your staff to take part in this great day here at West.

I could not have pulled this event off without the help and support of our community. Mitch and the guys did a spectacular job in their presentation to our students regarding their role at Crime Scenes, and also their participation in the removal of our victim in a body bag. They were all so approachable and professional. The whole morning was an amazing learning experience for all of our students. I cannot thank you enough!

Sincerely,
Tina Mulleavey
Social Studies Teacher
Manchester High School West

MANCHESTER FIRE DEPARTMENT Line Personnel Roster

ENGINE CO. 2		ENGINE CO. 3		ENGINE CO. 4		ENGINE & TRK. 5		ENGINE & TRK. 6		ENGINE & TRUCK 7		DIST. CHIEFS	
No.	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
1	Katejels, Lt. Nicholas	Goley, Lt. Jeff	Battey, Lt. Mark	O'Rourke, Lt. Daniel	Plante, Capt. Richard	Fluery, Lt. David	Corbell, R. DC						
11	Doucet, Mark	Flynn, Ken	Pinard, Brian	Ducharme, Roland	Wong, Kenneth	Provencher, James	Poulin, Alfred DC						
21	Simotte, David	Robert, Joseph	Brassard, Paul	Provost, L. Christian	Ouellette, Ryan	Grover, Christopher							
31	Lopez, Jon			Brassard, Scott	Elison, Christopher	Mills, David							
41					Boudreau, Lt. Peter	Charpentier, Joshua							
51													
2	Pierson, Capt. Charles	Fosher, Lt. Jon	Burkush, Capt. John	Smith, Lt. Mike	Allard, Lt. Michael	Roy, Lt. Leo							
12	Devan, William	Paradis, Normand	Lawrence, Peter	Stemnska, Robert	Deleault, Matthew	Aboshar, Jeffrey	Corbell, R. DC						
22	Bouthiette, Adam	Garon, Michael	Biron, Robert	Morin, Charles	Quick, David	Simmons, Ryan	Pelletier, M. DC						
32	Roy, Edward			Ducharme, Gary	Shea, Matthew	Beltz, Robert							
42	Pinard, Lt. Denis					Jay, Lt. David							
52						Lang, David							
3	Sullivan, Lt. Daniel	Soderberg, Capt. Kris	Jette, Lt. Glenn	Martineau, Capt.	Ameen, Lt. Ed	Lemay, Lt. Brian #3							
13	Allen, Kelly	Grace, Justin	Garity, Patrick	Boucher, Paul	Gamache, Richard	Beaudet, Lt. Bob	Gamache, Michael DC						
23	Lescatre, Michael	Keillner, Patrick	Brackett, Adam	Fitzgerald, Ryan	Robinson, Gabriel	Janelle, Kirt							
33	Frangos, Danny			Shelton, Jason	Swirko, Timothy	Moirgrage, Timothy							
43						Ouellette, Jeffrey							
53						Nelson, Lt. Ken							
4	Gosselin, Lt. Robert	PARISEAU, LT	Brassard, Lt. Michael	Paquette, Lt. Brian	Desruisseaux, Lt. S	McGahey, Capt. Richard	Michael, DC James						
14	Biron, Joseph	Georgiana, Wayne	White, William	McCarthy, Joseph	Welch, Robert	Laberge, Dan							
24	Rumfitt, John	Faucher, Tom	Osburn, Matt	King, Paul	Koslowsky, Jay	Perkowski, Gary							
34	Swanson, Michael			Millard, Carl	McCulloch, Nikolas	Maylone, Robert							
44						Proulx, Lt. Ken							
54						Hood, Brad							
ENGINE CO. 8		ENGINE CO. 9		ENGINE 10		ENGINE CO. 11		TRUCK 1		RESCUE CO. 1			
No.	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name		
1	Lawrence, Lt. Mark	McLaughlin, Lt. Richard	Veilleux, Lt. Leo	Chouinard, Lt. Gregg	Butts, Capt. Joseph	Chissson, Lt. Max							
11	Robidoux, David	Ferry, Craig	Pheips, Wity	Goupil, Steven	Higgins, Mark	Cote, Paul							
21	Hatfield, Charles	Ludwig, Kurt	Collins, Dennis	Philipotte, Steven	Cote, Jason	Guay, Josh							
31	Holdrege, Lt. Kevin		Denholm, Kurt	Wescott, Sean	Poulin, Nick	Wilkinson, Jeff							
41			Russo, Joseph		Knight, Lt. Kevin								
2	Fitzpatrick, Lt. Richard	Burns, Capt. Brendan	Iverson, Lt. Adam	Starr, Lt. Jon	Prince, Lt. Ken	Flanagan, Capt. Joseph							
12	Glickman, Ronald	Seidel, Duane	Meenan, Michael	Knight, Keith	Foley, John	Bagley, Joshua							
22	Duval, Jeff	Pearson, Steve	Pingree, Brennan	Aramini, Timothy	Monroe, Joel	Biron, Andre							
32			Michael, Joseph	Rouleau, Jason	Gelinas, Gregg	Sheatler, Paul							
42													
3	O'Neil, Capt. Brian	Lamothe, Lt. Matt	Morin, Lt. Robert	Merrill, Capt. Scott	Healey, Lt. Kevin	Parent Lt. Andre							
13	Briggs, Jonathan	Flanagan, Sean	Senecal, Matt	Leate, Michael	McNeil, James	Plantier, Robert							
23	Laroche, Stephen	Monroe, Todd	Skora, Eric	Healy, Kevin	Leyasseur, Denis	Langley, James							
33			Bohner, Daron	Burkush, TJ	Gamache, Chad	Monnelly, Andrew							
43			Starr, Hayden										
4	MacDowell, Lt. Jeff	Cashin, Lt. R	Patten, Capt. David	Kelly, Lt. James	Couture, Lt. John	Frangos, Lt. Peter							
14	Potvin, Thomas	Delahanty, Brian	Beaudin, Joseph	Bolduc, Gregory	French, Brett	Defina, Thomas							
24	Philibert, Adam	Sullivan, John	Pelletier, Richard	Rheault, Michael	Joy, Corey	Barton, Steven							
34			Keller, Joseph	Lang, Ryan	McGaffigan, Michael	Gelinas, Keith							
44													